



**PARKING PASSES ARE REQUIRED TO PARK ON CAMPUS AT ALL TIMES. STUDENTS MAY PARK IN ANY STUDENT DESIGNATED PARKING LOT, IN A MARKED PARKING STALL ONLY. PERMITS MUST BE AFFIXED TO THE DRIVERS SIDE LOWER LEFT INSIDE CORNER OF THE WINDSHIELD. FAILURE TO DISPLAY A VALID PERMIT MAY RESULT IN A PARKING CITATION.**

**PARKING PASSES ARE VALID ON BOTH THE VALENCIA CAMPUS AND CANYON COUNTRY CAMPUS. PARKING PASSES ARE STATIC CLING. DO NOT PEEL OFF THE SILVER BACKING.**

**Parking Fees:**

Vehicle Parking Pass:

Summer/Winter - \$25.00

Spring/Fall - \$50.00

Motorcycle Parking Pass - \$15.00

Daily Parking - \$3.00 (Dispensers located in Student Parking Lots)

Students receiving the BOG Fee Waiver are eligible to purchase one (1) discounted parking pass:

BOG A Vehicle or Motorcycle - No Charge

BOG B & C Vehicle - \$20.00 or Motorcycle - \$7.50

**COLLEGE OF THE CANYONS HAS MOVED TO AN ONLINE PARKING SYSTEM.**

By logging on to your My Canyons Account and selecting the Purchase Parking Permit link, you will be directed to the College of the Canyons Credentials Inc, – ParkingPlus webpage to purchase a parking permit. Please verify your name, address and email. Parking passes are registered to the individual purchasing the pass and are not transferable to another individual. You will be required to enter your vehicle information including make, model, color and license plate number. If you drive more than one vehicle, you may register up to two vehicles for the pass under your name.

*NOTE: If you receive an error message. Please try again using a different browser.*

Students requesting parking within two weeks of the start of the semester will receive a 10-Day temporary pass by email that may be printed and placed on your dash. If you are on campus and need to print, printers are available in the A&R lobby, Canyons Hall Lab and the ASG computer lab.

Once purchased, you will receive a confirmation with a link to view your pass status, update vehicle information and if needed print a temporary pass. Parking pass will be mailed the following business day.

If you have any questions regarding the purchase or receipt of your pass, you may contact Credentials Help Desk at 847-716-3005. 7-8 CST, Mon.-Thurs. and 7-6CST, Fri.

**All parking permit sales are final. College of the Canyons does not issue refunds for parking for any reason. Parking permits are registered to an individual and cannot be sold or transferred.**

The purchase of a parking permit is separate from registration and you do not need to be enrolled in classes to purchase a permit. If purchasing parking to attend classes, please make sure that your schedule has been finalized and all anticipated BOG waivers have been applied towards your account prior to purchasing a pass.

Please contact the Student Business Office to make arrangements to receive your pass if the following apply:

- Your parking pass is paid by a third party, such as Department of Veteran Affairs, Department of Rehabilitation, First Year Promise, etc.
- If you need to pay with cash, arrangements can be made to complete your online transaction.
- Your pass was lost or stolen and you will need a replacement. Passes are replaced at the full price.
- You did not receive your pass in the mail and Credentials was not able to trace the delivery.
- You do not have a COC ID number.

## HOW TO ORDER A PARKING PERMIT

1. Log onto My Canyons.
2. Click on Student
3. Click on Purchase Parking Permit.
4. You will be directed to the College of the Canyons Credentials Inc. – ParkingPlus webpage.
5. Select parking Type and Term. (Note: you will only be able to purchase one parking pass at a time. If you would like to purchase multiple passes or types, please complete the purchase and select Purchase Additional Pass.)
6. Check that your name, address, and phone number are correct. If missing or incorrect, please enter information. Your address will be verified with the USPS. If not recognized, you will be prompted to correct your address.
7. Verify your email address. As we get close to the start of the semester or after the start of the semester, a temporary pass will be sent to this email.
8. If you would like to receive text messages about your parking permit order and when it was mailed, enter your cell phone and cell phone provider.
9. Click Next.
10. Enter vehicle information for up to two vehicles – Make, Model, Year, Color, License Plate and State. (You may only purchase one pass per vehicle. If you need a replacement pass, please contact the Student Business Office.)
11. Click Next.
12. Click the box to have your permit sent to your billing address or enter a different address where you would like your permit to be delivered.
13. Click Next.
14. Review the information to ensure it is accurate.
15. You must select the box acknowledging there are no refunds on parking permits at any time.
16. Select your payment method and enter your credit card information. Make sure that the billing address matches the billing address on the credit card. You may pay with Visa, MasterCard, American Express or Discover.
17. Agree to the Transaction Agreement.
18. Click Submit My Order.
19. Your order number is returned to the screen and you can print that receipt. You should receive a text (if you provided your cell phone) and an email with your order information.